

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376

REV(11/01)

Description of Position	TITLE OF POSITION: <u>Principal Clerk Stenographer</u>	CLASSIFICATION CODE: <u>02441400</u>
	SALARY RANGE: <u>(313) \$26426-28612</u>	REFERENCE POSITION NO.: <u>1255-10000-2095</u>
	Department of Human Services	APPLICATION PERIOD: <u>7/7/04 - 7/13/04</u>
	Division/Section/Unit <u>Management Svs.</u>	GRACE PERIOD ENDS <u>7/16/2004</u>
	Assignment(s) / Comments <u>SHORTHAND/SPEEDWRITING PROFICIENCY 80 NET WPM - 3 MINUTES - 95% ACCURACY REQUIRED</u>	
	Shift and Days: <u>Monday - Friday 8:30 - 4:00</u>	Job Location: <u>Warwick District Office with Regional</u>
	Restrictions/Limitations: <u>Coverage Responsibilities</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No <u> </u>	
	Name of Bargaining Unit Union: <u>Council 94, Local 2882</u>	
	There is <u> </u> is not <u> X </u> a Civil Service List for this position	See A/B or Both for Specific Instructions
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	DUTIES / RESPONSIBILITIES:	
This position will report to the Regional Manager for Region II. Responsibilities include supervision of clerical staff; word - processing tasks of a varied and difficult nature; proofreading, assembling, compiling, verifying and analyzing routine clerical data for preparation of reports and rule-making materials; receiving and referring phone calls; performing receptionist duties such as receiving visitors, giving them information of a routine or nontechnical nature or referring them to proper persons for requested information; processing incoming and outgoing mail, etc; and other related duties as required.		
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	Graduation from high school, including or supplemented by courses in shorthand, typing and business practices; and employment of a progressively responsible nature involving the performance of varied clerical and stenographic work of a complex and responsible nature; or any combination of education and experience that shall be substantially equivalent to the above education and experience.	
	SHORTHAND/SPEEDWRITING PROFICIENCY - 80 NET WPM - 3 MINUTES - 95% ACCURACY REQUIRED	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Ann DeBonis	Telephone #: <u>401-462-2481</u>
	Department of Human Services/Office of Human Resources	Fax #: <u>401-462-2041</u>
	600 New London Avenue	TTY/TDD #: <u>401-462-3363</u>
	Cranston, RI 02920	(Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER